



**Gun S. Shim**  
Vice President  
Supply Chain Management

US Mail:  
Mail Code N5F  
Pacific Gas and Electric Company  
P. O. Box 770000  
San Francisco, CA 94177-0001

November 25, 2013

Dear Supplier,

For more than three (3) decades, Pacific Gas and Electric Company (PG&E) has been committed to creating a robust Supplier Diversity Program. In 2012, we reached a tremendous milestone by spending over \$2.0 billion with Diverse Business Enterprises (DBEs), representing 38.8 percent (38.8%) of PG&E's total procurement spend. Our prime suppliers reported a collective \$610 million in subcontracting with DBEs last year and we expect you to continue to grow your supplier diversity programs alongside PG&E.

As you prepare and finalize your 2013 reports to PG&E on supplier diversity subcontracting, I want to remind you that accuracy of reported DBE subcontracting dollars is critical. I also urge you, whenever possible, to make subcontractor payments in the year the work was completed and report those payments within the calendar year that PG&E pays you for the related goods and services. In preparing your reports, please make sure to adhere to the following guidelines:

- Reported subcontracting dollars must be directly related to PG&E work.
- Reported subcontracting dollars must reflect payments made to suppliers, net of any voided transactions, estimates, early payment discounts, markups, etc.
- Records to document your subcontracting dollars must be kept for a period of three (3) years. These records should clearly document that the work performed was for PG&E and that payment was made to the subcontractor.

PG&E's Prime Supplier Program (PSP) establishes and maintains a subcontracting program for purchases/contracts exceeding \$500,000. PG&E's Prime Supplier Guide is designed to provide you with tools to develop a successful supplier diversity program and accurately report your subcontracting successes to PG&E. This guide can be found at the following link:

<https://cvmas10.cvmsolutions.com/pge/default.asp>

PG&E also conducts monthly Prime Supplier Training Webinars, held on the first Tuesday of each month. You are invited to participate in any of these webinars to advance your understanding of the Prime Supplier Program, including reporting requirements. Details are attached to this letter.

Should you have any questions, please contact our Prime Supplier Program Manager, Redacted,  
Redacted We look forward to continuing our work together to support the growth of diverse businesses and the economic vitality of the communities that PG&E serves.

Sincerely,



## PG&E Prime Supplier Program Training Webinars

**Date:** First Tuesday of each month

**Time:** 9:30 a.m. - 10:30 a.m. PST

**To join the meeting from a BlackBerry, iPhone, or Android device:**

Redacted

**To join the meeting from your computer and be automatically dialed, [click here](#).**

**To join the meeting manually:**

1. Dial the toll free number or the number closest to your location:

Redacted

2. Enter the Meeting Number: Redacted

*(Be sure to enter the \* star key before and after the Meeting Number)*

3. If you are the Moderator, enter your \*PIN\*

*(Be sure to enter the \* star key before and after your PIN)*

**If you do not already have the Genesys Meeting Center application, [click here to install](#).**

(Required for Presenter capabilities, Desktop VoIP and/or Video access)